

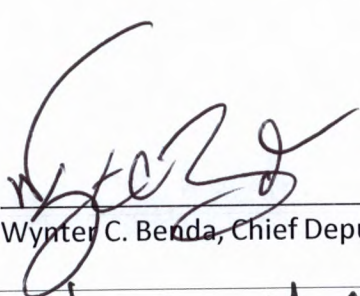


To the Honorable Council
City of Norfolk, Virginia

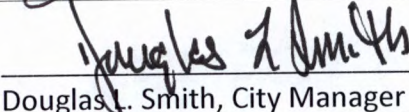
January 23, 2018

From: Richard Broad, Director
Department of Public Works

Subject: Approving donation from the North Atlantic Treaty Organization of a gift of three signs that acknowledge the City of Norfolk as the home of the only North American NATO headquarters.

Reviewed: 
Wynter C. Benda, Chief Deputy City Manager

Ward/Superward: 4/7

Approved: 
Douglas L. Smith, City Manager

Item Number: R-01

I. **Recommendation:** Adopt Ordinance

II. **Applicant:** North Atlantic Treaty Organization (NATO)
Supreme Allied Commander Transformation
7857 Blandy Road, Suite 100
Norfolk, VA 23551-2490
Attn: Robert Bracknell, Staff Legal Advisor

III. **Description:**
This agenda item is an ordinance approving a donation from the North Atlantic Treaty Organization ("NATO") of a gift of three signs that acknowledge the City of Norfolk (the "City") as the home of the only North American NATO headquarters; authorizing the City Manager to accept this gift on behalf of the City and to execute a letter agreement detailing the donation and acceptance of the gift; and to do all things necessary to appropriately display the signs.

IV. **Analysis:**
The City has been the home of the only North American headquarters for the North Atlantic NATO since 1953. The City and NATO desire to formalize the details of the donation and acceptance of the gift with a letter of acceptance. The donation of three entrance signs will be placed on existing City highway entrance locations at on Northampton Boulevard, E. Virginia Beach Boulevard and S. Military Highway.

V. Financial Impact:

N/A

VI. Environmental:

N/A

VII. Community Outreach/Notification:

Public notification for this agenda item was conducted through the City's agenda notification process.

VIII. Board/Commission Action:

The Department of Public Works, the Department of Planning & Community Development, and the City Attorney's Office has reviewed this request and offer no objections. Review and approval by the Architectural Review Board and the City Planning Commission is not required.

IX. Coordination/Outreach:

This letter and ordinance have been coordinated with Department of Public Works, the Department of Planning & Community Development, and the City Attorney's Office.

Supporting Material from the Department of Public Works:

- Ordinance
- Exhibit A (1 sheet)
- Exhibit B (3 sheets)

Form and Correctness Approved: *RAP*

By *[Signature]*

Office of the City Attorney

[Signature] Contents Approved:

By *[Signature]*

DEPT. Public Works

NORFOLK, VIRGINIA

ORDINANCE No. 47,120

R-1

AN ORDINANCE APPROVING THE DONATION FROM THE NORTH ATLANTIC TREATY ORGANIZATION OF A GIFT OF THREE ROAD SIGNS THAT ACKNOWLEDGE THE CITY OF NORFOLK AS THE HOME OF THE ONLY NORTH AMERICAN NATO HEADQUARTERS; AUTHORIZING THE CITY MANAGER TO ACCEPT THIS GIFT ON BEHALF OF THE CITY OF NORFOLK AND TO EXECUTE A LETTER AGREEMENT DETAILING THE DONATION AND ACCEPTANCE OF THE GIFT; AND TO DO ALL THINGS NECESSARY TO APPROPRIATELY DISPLAY THE SIGNS.

- - -

WHEREAS, the City of Norfolk ("City") has been the home of the only North American headquarters for the North Atlantic Treaty Organization ("NATO") since 1953; and

WHEREAS, NATO wishes to donate to the City a gift of three (3) road signs that acknowledge its presence in the City; and

WHEREAS, the City accepts with appreciation the donation of the gift from NATO;

WHEREAS, the City and NATO desire to formalized the details of the donation and acceptance of the gift with a letter agreement; now therefore,

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That the donation of three road signs by NATO to the City is hereby accepted with appreciation.

Section 2:- That the City Manager is authorized to accept this donation from NATO, to execute the letter agreement formalizing the details of donation and acceptance of the gift, and to do all things necessary and proper to accordingly ensure the proper, appropriate and timely display of the road signs within the City.

Section 3:- That this ordinance shall be in effect from and after the date of its adoption.

Adopted by Council January 23, 2018
Effective January 23, 2018

TRUE COPY
TESTE:

R. BRECKENRIDGE DAUGHTREY, CITY CLERK

BY: _____
DEPUTY CITY-CLERK

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NORTH ATLANTIC TREATY ORGANIZATION
ORGANISATION DU TRAITÉ DE L'ATLANTIQUE NORD
HEADQUARTERS SUPREME ALLIED COMMANDER
TRANSFORMATION
7857 BLANDY ROAD, SUITE 100
NORFOLK, VIRGINIA, 23551-2490



October 27, 2017

Alex H. Pincus
Assistant City Attorney
810 Union Street, Suite 900
Norfolk, Virginia 23510

Dear Mr. Pincus:

I have been made aware you have been delegated the task of handling the transaction between the City of Norfolk ("City") and the North Atlantic Treaty Organization's ("NATO") North American headquarters in Norfolk, Virginia, known as Headquarters Supreme Allied Commander Transformation ("HQ SACT"), concerning this headquarters' offer, and the City's acceptance, of a gift of NATO-themed road signs. I am writing to formalize the offer, and to confirm the details of the proposed acceptance of the gift by the City.

HQ SACT intends to procure three NATO-themed road signs from a local vendor in compliance with specifications for road signs ordinarily supplied by the City, and in conformance with the attached graphic. The three signs, to be placed by the City immediately below the three existing "Welcome to Norfolk" signs located along three major thoroughfares near the City boundary, shall be manufactured from aluminium 0.080 inches in thickness and will be prepared and treated with an "anti-graffiti film". The signs will have rounded corners and aluminium support channels attached to the rear, and will be affixed to the existing upright sign supports with rivets. The signs shall be sized proportionately to the existing "Welcome to Norfolk" signs.

<u>Location</u>	<u>Size of NATO-themed sign</u>
• Northampton Boulevard –	94 inches wide x 46 inches high
• Virginia Beach Boulevard –	58 inches wide x 28 inches high
• S. Military Highway –	76 inches wide x 28 inches high

The City agrees that if it erects new "Welcome to Norfolk" signs at other locations and thoroughfares, the City will provide HQ SACT notice and an opportunity to make another gift of an equal number of NATO-themed signs to pair with the new "Welcome to Norfolk" signs, and that the new signs will be accepted and handled under the terms of this proposal and acceptance.

The City agrees and intends to place the signs in accordance with normal traffic engineering standards within a reasonable period from acceptance, and the City agrees to bear responsibility for their maintenance and replacement, if the sign is damaged by a traffic event or some other natural occurrence. If any of the signs become weathered over time to give an unprofessional

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appearance, the City will notify this headquarters, and this headquarters will provide a replacement sign, as a further gift to the City. Similarly, if nations enter or leave the Alliance, this headquarters will notify the City and provide replacement signs reflecting the new membership.

The City agrees to conduct its own internal procedures to permit lawful acceptance of the gift of the proposed three initial NATO-themed signs and any future signs to be provided by HQ SACT to the City, and to make necessary coordination with appropriate state and federal transportation authorities regarding sign placement, as required.

We propose this arrangement endure for 10 years from the date of acceptance of the gift, at which time the arrangement can be renewed by an exchange of email messages between the empowered representatives, indicating both parties' intentions to renew the arrangement for another term of years. Finally, we propose the arrangement will terminate if the NATO HQ SACT headquarters in Norfolk is closed or relocated.

My Purchasing and Contracting action officer on this matter is LCDR Charmaine Yap, SC, USN, Charmaine.Yap@act.nato.int or 757-747-4240. The legal advisor on this matter is Butch Bracknell, Robert.Bracknell@act.nato.int or 757.747.3260. The Strategic Communications staff officer on this matter is Jay Paxton, Jay.Paxton@act.nato.int or 757.747.3817.

Should the foregoing terms of the offer and acceptance of the NATO HQ SACT gift meet with the City's satisfaction and approval, please formalize this agreement by requesting and obtaining a City of Norfolk adopted ordinance evidencing City Council's approval and authorization for the City Manager to acknowledge and execute this letter as "Seen and Agreed" below.

Sincerely,

for Catherine Giglio
Kevin Mills
Head of Contracts

Attachment:
Graphic of sign

CATHERINE N. GIGLIO
CONTRACTING OFFICER
HQ SACT (TSC GSB 0260)

SEEN AND AGREED:

City of Norfolk, City Manager

Date

City of Norfolk, Clerk

Date

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Approved for Content:

Director of Public Works

Date

Approved for Form and Correctness:

Assistant City Attorney

Date

S Military Highway Sign

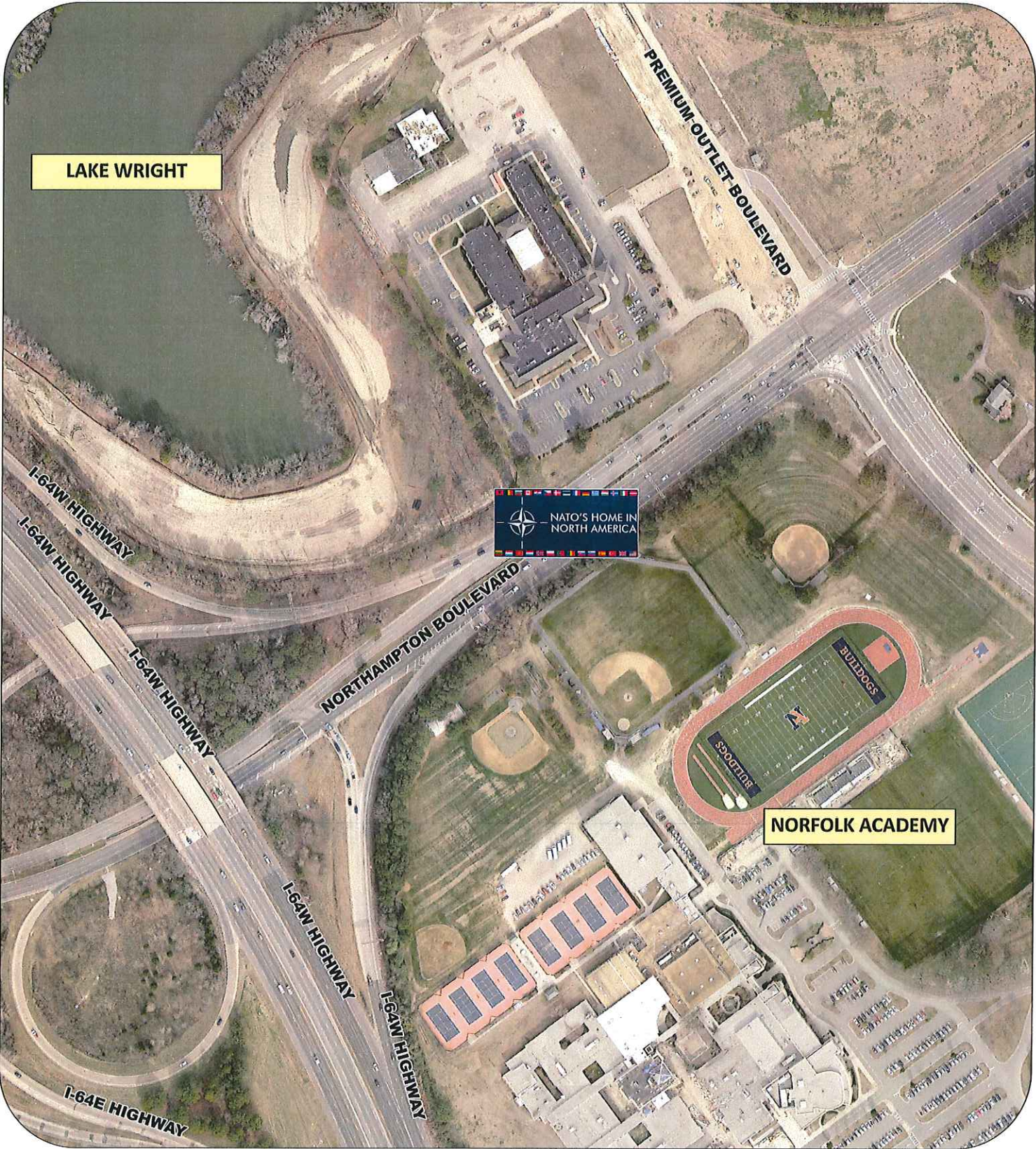


Map Created by the Department of
Public Works, Surveys Division 01/11/2018

0 435 870 Feet



Northampton Boulevard Sign

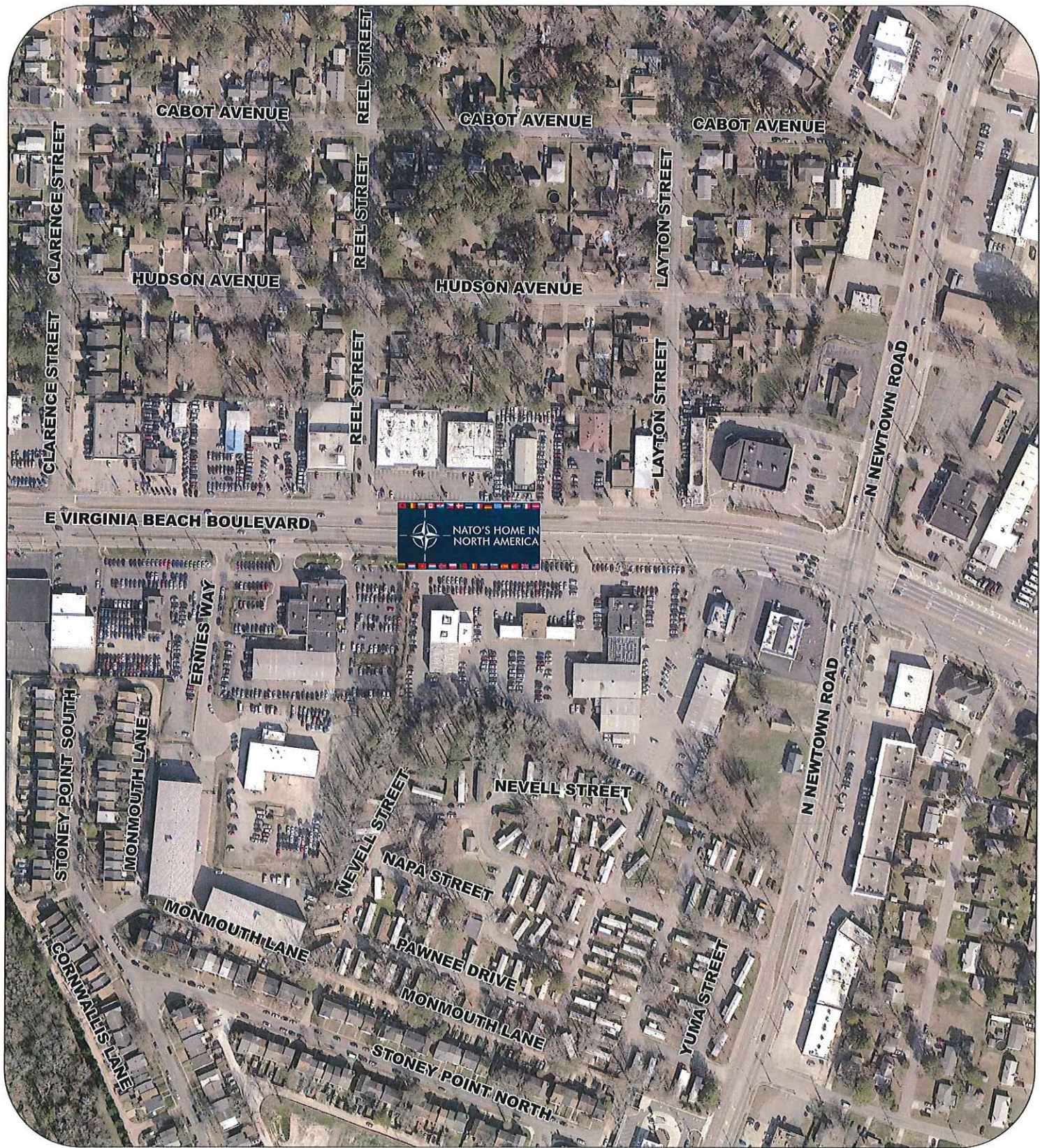


Map Created by the Department of
Public Works, Surveys Division 01/11/2018

0 335 670 Feet



E Virginia Beach Boulevard Sign



Map Created by the Department of
Public Works, Surveys Division 01/11/2018

0 335 670 Feet



